

## 1.2 General Information.

- (a) **Court Sessions.** In Omaha and Lincoln, the court is in continuous session on business days throughout the year. In North Platte, the court is in session during periods set by order as business requires.
- (b) **Clerk’s Official Station.** The clerk’s official station is in Omaha. The clerk appoints deputy clerks stationed in Omaha and Lincoln.
- (c) **Court Personnel’s Release of Information.** Court personnel must not disclose without the court’s authorization any case information not included in the court’s public records.
- (d) **Fee Prepayment.** Before providing a service, the clerk requires prepayment of all collectible fees prescribed by statute or the Judicial Conference of the United States. The clerk may require in advance a deposit estimated to cover the requested service. Any unused part of the deposit is returned when the proceeding ends or the service is completed, if the party owes no other fees.
  - (1) **Method of Paying Filing Fees.** A fee required for filing a document in district court is payable to the clerk by credit/debit card, check, money order, or cash. The court does not keep electronic billing or debit accounts for lawyers or law firms.
- (e) **Credit Card Fee Payment.**
  - (1) **In General.** Information on using credit cards to pay fees is available from the clerk and on the court’s Web site at <http://www.ned.uscourts.gov/fees>.
  - (2) **Refunds of Duplicate or Erroneous Filing Fees and Attorney Assessments Paid Electronically by Credit Card.** The clerk may refund duplicate or erroneous filing fees and attorney assessments paid online by credit card. This limited authority does not otherwise amend the Judicial Conference policy prohibiting filing fee refunds.
    - (A) **Motion or Application.** To request a refund of a duplicate or erroneous filing fee paid online with a credit card, the payor must file a motion explaining the circumstances and stating the requested refund amount. The clerk must authorize the refund request, deny it, or refer it to chambers.

- (B) **Review of Denial.** If the clerk denies a refund request, the payor has 7 days to file a motion asking the chief judge to review the denial.
- (C) **Payment of Refund.** The clerk processes an authorized refund through the electronic credit card system, pay.gov. If the payor’s credit card is no longer valid, the clerk issues a United States Treasury check to the payor. The clerk does not give cash refunds.
- (f) **Miscellaneous Fees.** A schedule of miscellaneous fees is available on the court’s Web site at <http://www.ned.uscourts.gov/fees> or from the clerk.
- (g) **Court Reporting Fees.** The court reporting fee schedule is available on the court’s Web site at <http://www.ned.uscourts.gov/plans-and-policies>> “Management Plan for Court Reporting and Recording Services” or from the clerk.
- (h) **Mediation.** The court’s mediation plan is available on the court’s Web site at <http://www.ned.uscourts.gov/plans-and-policies>> “Mediation Plan” or from the clerk. Parties settling a case should advise the court if they engaged in successful or unsuccessful mediation and provide the mediator’s name and the date(s) of the mediation.
- (i) **Judicial Misconduct and Disability Complaints.** Information on filing complaints about a federal judge’s behavior is on the court’s Web site at [www.ned.uscourts.gov/newcoa/jdcomplaints.htm](http://www.ned.uscourts.gov/newcoa/jdcomplaints.htm).
- (j) **Persons With Communications Disabilities.** The court is required to provide reasonable accommodations to persons with communications disabilities. Contact the clerk’s office at 402.661.7307 to request accommodations.